

**Concessions Application
Springfield Arts Council
Summer Arts Festival 2008**

Name of Organization _____

Contact person for organization _____

Address _____ Phone _____

Email address _____

Process:

- **Application must be submitted to the Springfield Arts Council office by Friday, April 25, 2008.**
- Incomplete or late applications will not be considered.
- The contact person and one other member of your organization may be requested to attend an interview during the week of April 28- May 2, 2008.
- The decision will be made by May 5, 2008 by a committee formed by the Springfield Arts Council.
- The decision by the committee will be final.

Conditions:

The organization that operates one of the concessions is assisting in fundraising for the Springfield Arts Council. By doing so, the organization will receive 15% of the sales from their concession.

The responsibilities of the organization that operates the concession will include but not be limited to the following:

1. Fully staff the concession every night for the entire Summer Arts Festival for the length of the Festival (approximately 6 weeks, 5 days week) with 6- 10 people each night.
2. All workers must be at least 21 years of age and be willing to serve alcoholic beverages such as beer and wine coolers.
3. Provide Team Captains for each night who are in charge of their work crew.
4. Keep the concession area neat, clean and uncluttered.
5. The contact person and all Team Captains must attend a meeting conducted by the Clark County Health Department in the month of May. The actual date will be determined at a later time.
6. Passing a Health Inspection every 5 days.
7. Complete a daily inventory and notify the concessions chair of needed items.

The Springfield Arts Council reserves the right to monitor the concession and to terminate the agreement if the organization cannot maintain their concession.

Application Requirements:

1. How does your organization plan to use the proceeds you receive from the concession operation? (In 100 words or less)
2. Attach a list of the names and phone numbers of the officers of your organization.
3. Attach a list of names of the “active” members of your organization.
4. Attach a copy of your organization’s budget for the most recently completed fiscal year.
5. List 3 of your most successful fundraising events of the past year, including the amount of funds raised, the use of those funds and how many members of your organization were involved.